

RSA e-Business: Navigation

How to enter a customer deposit or invoice payment: Summary

1. From the main menu, click on the tab **Receivables**
2. Under **Transactions** group, click on the link **Payment on Account**. This will open a new window.
3. Enter a **customer number** or select one with the **Select** button  on the right side of the customer field. When this is done properly, the customer information will appear on the window with its default values.
4. Locate the field **Payment** and enter the amount of the payment.
5. Use the tab key or click inside a field to change the default values of the fields (currency, reference, date, bank, ...etc) if necessary.
6. On the bottom side of the screen locate the combo box "**List of invoices**" and make sure that the value **automatic** is selected.
7. Retrieve the list of invoices by clicking on the green arrow button .
8. Locate the invoice the payment is dedicated for and select it by clicking inside the check box on the same row.
9. Click on the **Modify** button  on the right side of the selected invoice. This will let you make the payment.
10. New fields appear on the right side of the invoices. Modify the default values if necessary.
11. Click on the save button .
12. When, you're done, save the transaction by doing the following:
 - i. Go to the top of the list of invoices and click on **Save** button .
 - ii. Click **again** on the **Save** button  for a confirmation. This creates a check number, which is display on the screen.

How to enter a customer deposit or invoice payment: details

1. Select the **Receivables** tab. This will show the menu navigation of the receivables (See fig 1).

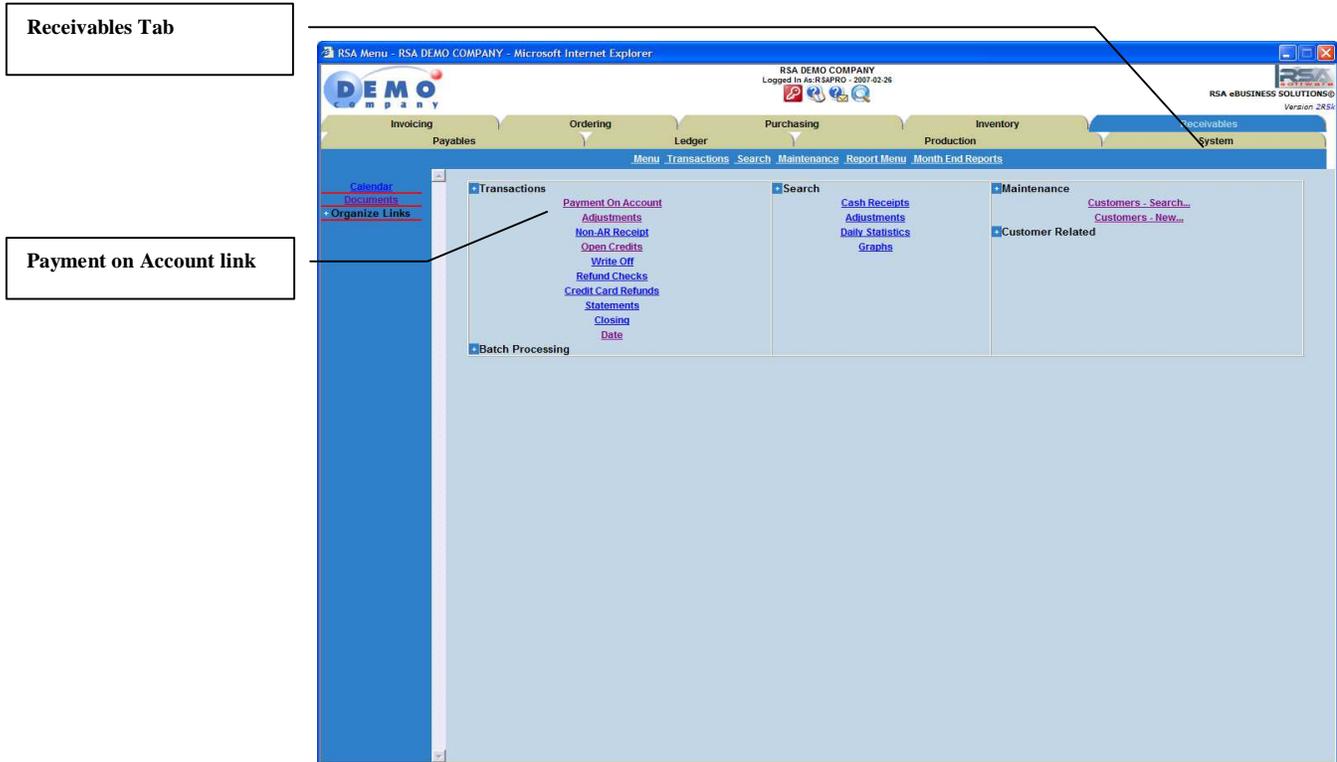


Fig 1: Receivables main menu

2. Under **Transactions** group, click on the link **Payment on Account** (See fig 1 above). This will open a window below.

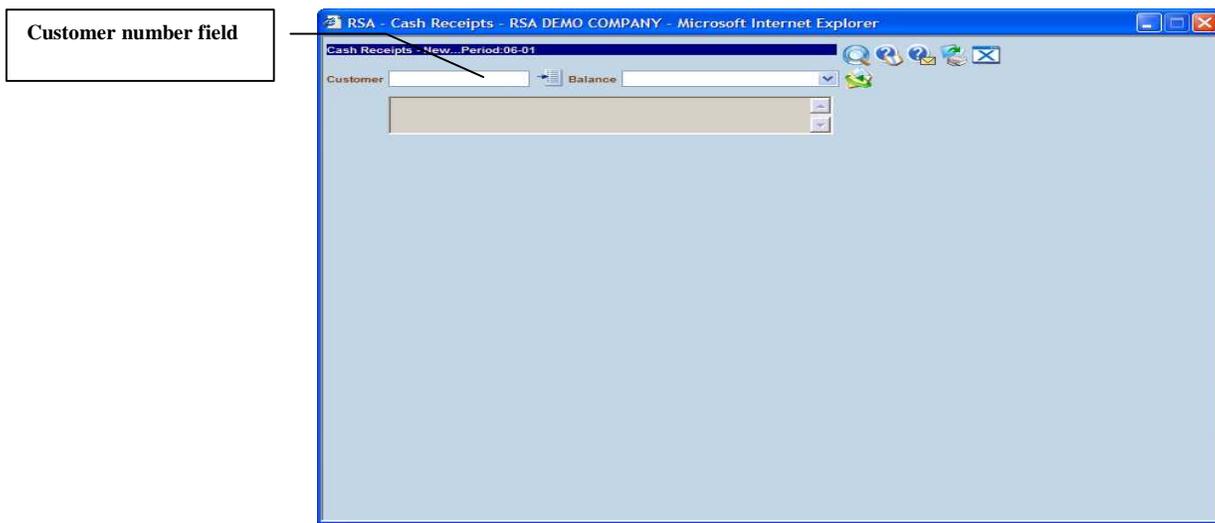


Fig 2: Window for selecting a customer prior starting the payment

3. In the new window, enter the **customer number** using one of the following options:
 - a. Enter the customer number directly if you know it and go to step 4.
 - b. Otherwise use the **Select** button  near the customer field for selecting a customer number from the database. A new window will be opened. There are two ways for searching a customer number:

Fig 3: Screen for searching a customer by criteria

i. **Searching a customer number by criteria:**

- a. Enter the keywords in one or any fields you want. The keywords can be either one or any combination of either a word, a character, a wildcard like % character.

- b. Optionally use the sorting options for the result display.

Once the criteria are defined, click on the Tab key or the **Search** button . This will bring a list of all available customers (See fig 4 below)

ii. **Searching a customer number without any criteria:**

- a. Click directly on the search button  without entering any criteria. This will bring a list of all available customers (See fig 4 below).

A list of all available customers is display if any is found (see fig 4 below).

Button for creating a new customer

New Search

Previous Page

Next Page

Refresh the screen

Button for selecting a customer

Select...	Number	Name	Sort Name	Telephone	Fax	Pricing	Group	Currency
Customers...New...								
- DEFAULT -		0000-00-00				DEFAULT	DEFAULT	CDN
- NONAR -		0000-00-00				DEFAULT	DEFAULT	CDN
0001	0001	MANUEL MADRIZ RICO	2007-01-14	25747474		DEFAULT	DEFAULT	USD
001	001	TEST	2007-01-18			DEFAULT	DEFAULT	CDN
1000	1000	PROSE FINANCIAL SERVICES	PROSE 2006-11-26			DEFAULT	DEFAULT	CDN
10001	10001	ASHISH	A 2007-01-19	11111111111111111111		DEFAULT	DEFAULT	CDN
1001	1001	UTKARSH	A 2007-01-23			DEFAULT	DEFAULT	CDN
2222	2222	UTKARSH	U 2007-01-20			DEFAULT	DEFAULT	CDN
45	45	ROMA RATHAUR	ROMA 2007-01-19			WHOLESALE	WHOLESALE	USD
450	450	HARSHIL	2007-01-19	3212		DEFAULT	DEFAULT	CDN
ABC-1000	ABC-1000	THE ABC CORPORATION	ABC CORPORATION 2006-05-11	514-344-2390	514-344-4474	DEFAULT	DEFAULT	CDN
DDDFDF	DDDFDF		2007-02-22			DEFAULT	DEFAULT	CDN
HIREH	HIREH	HIREN	HIREN 2007-01-19			DEFAULT	DEFAULT	USD
SOULER	SOULER	SOULE, RANDY	SOULE 2006-05-11			DEFAULT	DEFAULT	CDN
SSS	SSS		2007-02-22			DEFAULT	DEFAULT	CDN

Fig 4: List of customers

- Once a correct customer number is selected, the window changes and will let you gather all the other information regarding the payment (See fig 5 below).

Payment field

Options for the list of invoices

Button for retrieving the invoices

Customer: 0001 Balance: USD = 84.80

0 | MANUEL MADRIZ RICO
1 | RIO NILO # 135
2 | COL. ROMA

Currency: USD Bank: BANK TWO Date: 2007-02-26 Period: 07-02 Transaction Type: Customer Invoice Payments

Cost Center: DEFAULT ~ DEFAULT E.F.T. Reference: Payment: 0.00

List Of Invoices: Automatic Sort Order #1: Date Ascending Sort Order #2: Invoice Ascending

Retrieve Data...List Of Invoices

Fig 5: Screen for the payment

5. Locate the **Payment** field and enter the amount of the payment (the value should be greater than zero).
6. Changes the default values (currency, bank or date) if necessary.
7. Click on the button  for retrieving the list of invoices. This will shows a screen like the one below (fig 6).

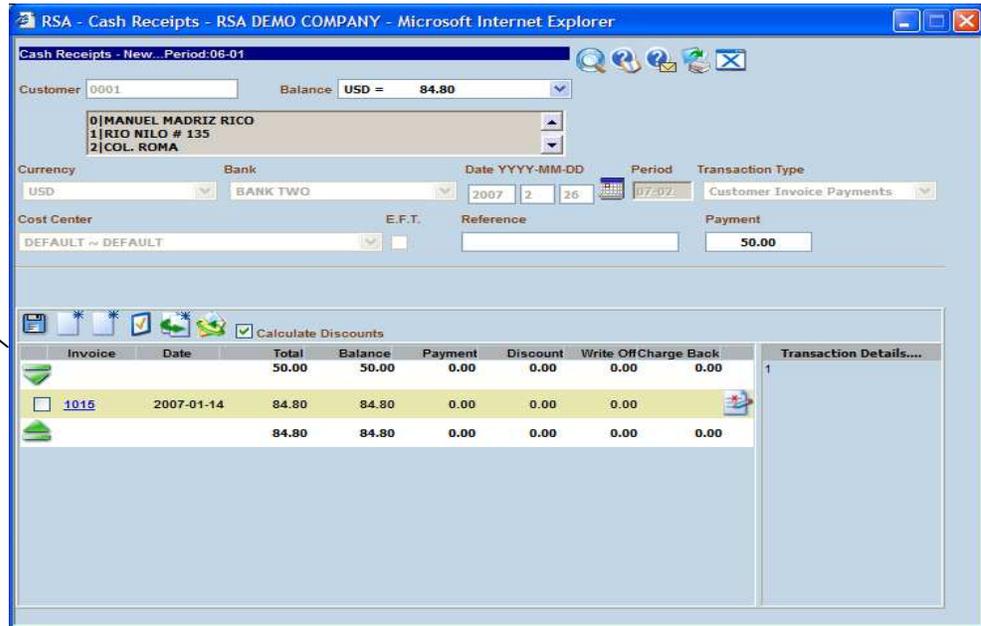


Fig 6: List of invoices

8. Locate the invoice you to want make a payment for or select all invoices by clicking on the **Select all** button . This will show the summary of the payment on the right side of the screen. The fields are set with defaults values (See below).

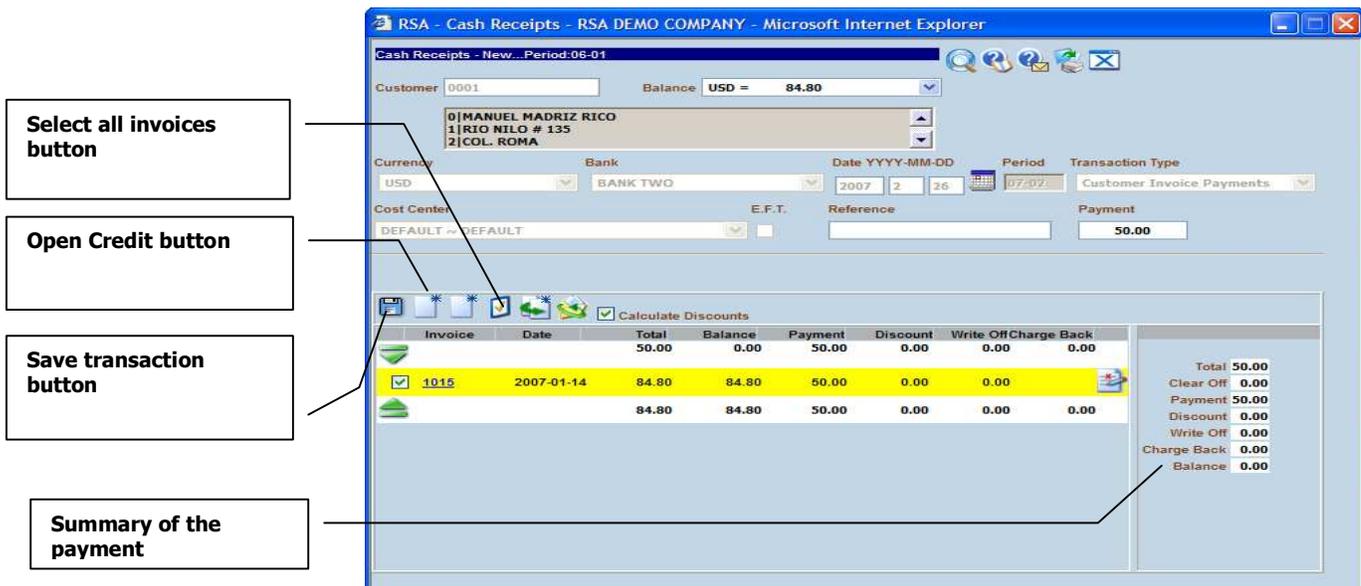


Fig 7: Window for making a payment for an invoice

9. For an **Open Credit**, click on the **Open Credit** button  and go to step 11.
10. Review the default values and change them if necessary by clicking on the **Modify** button.
11. For saving the transactions permanently do the following:
 - a. Go on the top of the list of invoices
 - b. Click on the **Save** transactions button 
 - c. Click **again** on the **Save** transactions button  for a confirmation.
12. A transaction receipt is created and printed on the screen if the operation is accepted.